NOMINATION AND ELECTIONS COMMITTEE (NOMELEC)

RULES OF ELECTION
2024 BOARD OF TRUSTEES ELECTION
Annual General Membership Meeting: October 25, 2023

General Provisions

1. **Nomination Process.** Any active, retired, or student member of ISACA (paid membership dues as of August 31, 2023) may nominate a maximum of three (3) candidates for an elections. Nomination must be done in writing and in a manner as mandated, prescribed and/or adapted by the NOMELEC.

2. **Member’s Eligibility to Vote.** All active, retired, and student members (paid membership dues as of August 31, 2023) are eligible to vote.

3. **Number of Vacant Board Seats.** A member can elect up to 14 of the 15 seats to the Board of Trustees. The incumbent President will automatically serve the Board for another 2 years in accordance with the ISACA Manila By-Laws.

4. **Eligible Nominees**

   a. **Incumbent Member of the Board**
      - ISACA active or retired member of good standing as of August of the current year.
      - No negative record regarding his/her ethical behavior.
      - **For Board Members effective January of the current year**
        i. Attended ALL FOUR Board Meetings from January to August of the current year
      - **For Board Members effective January of the previous year**
        i. Attended at LEAST FOUR Board Meetings from September of the previous year until August of the current year
b. **Non-Board Member of the Board**
   1. ISACA active or retired member (except student members) of good standing as of cut-off and has been a member for at least one (1) year;
   2. Has participated in the planning, preparation and/or execution of at least four (4) activities of the Chapter within the last two (2) years before cut-off period OR **has attended least four (4) activities of the Chapter within the last one (1) year before cut-off period.** These activities include General Membership Meetings, Annual Conferences/Summits and other major chapter events (e.g., sportsfests, professionals' night, outreach programs). Excluded are the seminars and trainings being conducted by the Chapter.
   3. No negative record regarding his/her ethical behavior.
   4. Attend an orientation seminar conducted by the ISACA-Manila Governance committee after his/her nomination

5. **Willingness to Serve Agreement and Conflict of Interest.**
   a. The nominee shall explicitly express acceptance of his/her nomination as a candidate to serve and shall sign a Willingness to Serve Agreement and Conflict of Interest Form. This can be done electronically within five (5) days of notification that they are a qualified nominee. The notification and electronic form will be sent to the nominee's ISACA-registered email address. The same email address should also be used to return the form.
   b. Nominees who are non-incumbent members of the board shall attend the orientation for nominees, the date to be agreed upon.

6. **Manner of Voting.** All eligible members shall vote in accordance with the manner of voting as mandated, prescribed, or adapted by the NOMELEC, as follows:
   a. Electronic voting
      a.1. The Ballot Form will be sent to all members via their ISACA-registered email;
      a.2. The voter shall provide the following information:
         a.2.1. The member's name and ISACA number as stated in the membership identification documents;
         a.2.2. Name of candidates to be voted.
      a.3. The accomplished form shall be sent electronically. The member's ISACA-registered email address shall be used in mailing the form.
      a.4. Forms with incomplete or invalid information, received or received from an unregistered email address will not be counted.
      a.5. Names of candidates indicated in the accomplished form shall be considered the voter’s final vote(s).
7. **Canvassing of Ballots.** The NOMELEC shall canvas the ballots immediately after the voting.

8. **Declaration of Winners.** The winners shall be declared by the NOMELEC during the Chapter’s Annual General Meeting.

9. **Election Protests.** Any member eligible to vote for the Chapter election or the candidate who lost the election can file, within 24 hours, an election protest, in writing, addressed to the NOMELEC. All election protests shall be resolved by the NOMELEC within three (3) working days after the receiving the written protest.

10. **Retention of Ballots.** All ballot forms shall be retained by the Chapter’s Secretariat within seven (7) days after the election.